



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# State of West Virginia Delivery Order

Order Date: 12-03-2021

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

|                       |  |                          |                  |
|-----------------------|--|--------------------------|------------------|
| Order Number:         | CDO 1500 1500 AGO2200000003 1          | Procurement Folder:      | 972980           |
| Document Name:        | Motor Vehicle                          | Reason for Modification: |                  |
| Document Description: | Motor Vehicle - 2022 Ford Explorer K8B |                          |                  |
| Procurement Type:     | Central Delivery Order                 |                          |                  |
| Buyer Name:           | Heather M White                        |                          |                  |
| Telephone:            | (304) 352-3926                         |                          |                  |
| Email:                | heather.m.white@wvago.gov              |                          |                  |
| Shipping Method:      | Best Way                               | Master Agreement Number: | CMA 0212 MV22A 1 |
| Free on Board:        | FOB Dest, Freight Prepaid              |                          |                  |

| VENDOR                |                  |                     |               | DEPARTMENT CONTACT  |                           |
|-----------------------|------------------|---------------------|---------------|---|---------------------------|
| Vendor Customer Code: | 000000199714     |                     |               | Requestor Name:   | Heather M White           |
| STEPHENS AUTO CENTER  |                  |                     |               | Requestor Phone:  | (304) 352-3926            |
| PO BOX 278            |                  |                     |               | Requestor Email:  | heather.m.white@wvago.gov |
| DANVILLE              | WV               | 25053278            |               | <div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                           |
| US                    |                  |                     |               |   |                           |
| Vendor Contact Phone: | 999-999-9999     | Extension:          |               |   |                           |
| Discount Details:     |                  |                     |               |   |                           |
|                       | Discount Allowed | Discount Percentage | Discount Days |   |                           |
| #1                    | No               | 0.0000              | 0             |   |                           |
| #2                    | No               |                     |               |   |                           |
| #3                    | No               |                     |               |   |                           |
| #4                    | No               |                     |               |   |                           |

| INVOICE TO                | SHIP TO                  |
|---------------------------|--------------------------|
| ATTORNEY GENERAL'S OFFICE | ATTORNEY GENERALS OFFICE |
| 1900 KANAWHA BLVD E       | 1900 KANAWHA BLVD E      |
| BUILDING 1 RM E-26        | BUILDING 1 RM E-26       |
| CHARLESTON WV 25305       | CHARLESTON WV 25305      |
| US                        | US                       |

Purchasing Division's File Copy

|                     |             |
|---------------------|-------------|
| Total Order Amount: | \$29,633.00 |
|---------------------|-------------|

ENTERED

MA 12/03/2021  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: 12/6/21  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: Beverly Toler 12-6-2021  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Equipment Contract Release Order  
SWC MV22A  
Class 7 Mid Size Utility  
2022 Ford Explorer K8B  
Color: White (YZ)  
Fuel: Flex

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 1            | 25100000       | 1.00000      | EA       | \$29,633.0000 | \$29,633.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
|              |                |              |          | 2021-12-31    |             |

**Commodity Line Description:** MV22 - 2022 or LATEST MODEL VEHICLE

**Extended Description:**

MV22 - 2022 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

**Class 7 - Automobile  
Mid Size Utility**

**Vendor Name:** STEPHENS AUTO CENTER  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** EXPLORER K8B

**Vendor Contact:** Mike Ballard  
**Phone No.:** 304-369-2411 EXT. 33  
**Email:** mballard@stephensauto.com

**Vehicle Requirements:** Mid Size Utility

|                                 |  |   |                          |
|---------------------------------|--|---|--------------------------|
| <b>Classification:</b>          | Mid Size Utility                         | <b>Manufacturer's Standard Available Colors</b> |                          |
| <b>Drive:</b>                   | 4 Wheel/All Wheel                        | <b>Standard Color Code</b>                      | <b>Color Description</b> |
| <b>Passenger seating:</b>       | 5 minimum (including driver)             | <b>B3</b>                                       | <b>ATLAS BLUE</b>        |
| <b>Doors:</b>                   | 4, minimum                               | <b>J5</b>                                       | <b>ICONIC SILVER</b>     |
| <b>Wheelbase:</b>               | 109 in., minimum                         | <b>L9</b>                                       | <b>FORGED GREEN</b>      |
| <b>GVWR:</b>                    | 6100 lbs. min, 7300 lbs. max.            | <b>M7</b>                                       | <b>CARBONIZED GRAY</b>   |
| <b>Engine:</b>                  | 6 cylinder minimum                       | <b>UM</b>                                       | <b>AGATE BLACK</b>       |
| <b>Additional Requirements:</b> |  | <b>YZ</b>                                       | <b>OXFORD WHITE</b>      |
| <b>Tow Package:</b>             | Installed Hitch and Wiring               |   |                          |
| <b>Slush/All-Weather Mats:</b>  | Installed: Driver, Passenger, Cargo area |   |                          |

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

| <b>Vendor Bid Response:</b> |                        |                     |             |                       |
|-----------------------------|------------------------|---------------------|-------------|-----------------------|
| Vehicle fuel type           | EPA HIGHWAY MPG Rating | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
| Gasoline                    | 23                     | 16                  | \$29,633.00 | \$42,897.27           |
| Flex-fuel                   | 15                     | 11                  | \$29,633.00 | \$49,633.00           |
| Diesel                      |                        |                     |             |                       |
| CNG/Bifuel                  |                        |                     |             |                       |
| Hybrid                      |                        |                     |             |                       |

**\*Options:**

FOB Dealership: (Deduct) N/A  
 FOB Other than Metro Charleston - Per Mile \$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award

CDO AGOZZ #3



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

Approved  Declined

Signature

Title

Date

# Vehicle Request

## AGENCY INFORMATION

COORDINATOR NAME Dan Sizemore DEPARTMENT EL - Electoral Functions

AGENCY/BILL CODE ATO1 ATTORNEY GENERAL'S OFFICE

E-MAIL Dan.D.Sizemore@wvago.gov

PHONE NO. (304) 558-2021 EXT          DATE 11/29/2021

FUND # 0150 DEPT # 1500 UNIT # 09900

## VEHICLE MISSION

What type of request is this?  Replacement vehicle  Increase to fleet  
 Reassignment

JUSTIFICATION To replace surplused vehicle

Est. # of days per week used 5 Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL (Candace Kraus) DATE 11/29/21

## VEHICLE PURCHASE

Type of vehicle:  New Vehicle  Used Vehicle Used Vehicle Mileage         

Who owns this vehicle?  Leased from Fleet  Agency Owned DOC ID         

MAKE FORD MODEL Explorer K8B

YEAR 2022 COLOR WHITE FUEL TYPE Flex

Mid size utility 4wd/awd

## NEW VEHICLE CLASS/DESCRIPTION

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$29,633.00

VEHICLE PURPOSE: POOL - Shared by several employees

USED VEHICLE VIN#

## DECOMMISSIONED VEHICLE

MAKE FORD MODEL ESCAPE

YEAR 2010 MILEAGE 108,046 LICENSE # SA005864

VIN # 1FMCU9C77AKD33893 FLT

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED Repairs \$2113.77, book value \$1919.00

For FMO Office Use Only

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE

11/29/21

*Handwritten notes:*  
2020  
0150  
1500  
09900  
5206  
5319  
5327  
\$8094.63  
23  
2021  
0150  
1500  
09900  
5206  
5319  
5327  
\$21,538.77



State of West Virginia  
Office of the Attorney General  
State Capitol  
Building 1, Room 26-E  
Charleston, WV 25305-0220

Patrick Morrissey  
Attorney General

(304) 558-2021  
Fax (304) 558-0140

December 2, 2021

Dear Purchasing Division,

Please allow this memo to serve as an explanation for purchasing requests normally requiring the Governor's approval being absent.

As a constitutional office of the State of West Virginia, the Attorney General's Office is exempt from approval by the Governor. As such, those approvals will not accompany such documents.

I hope this information provides an adequate explanation to facilitate expedited processing of our submitted purchasing requests.

Kind regards,

A handwritten signature in cursive script that reads "J. Darden Greene".

**J. Darden Greene, CPA**

**Chief Financial Officer**

**Office of the West Virginia Attorney General**

1900 Kanawha Blvd E, Room E-26

Charleston, WV 25305

Main Office 304-558-2021

Direct Line 681-313-4581

You are viewing this page over a secure connection. Click here for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

**BOONE MOTOR SALES, INC.**      \*\*See DBA

| Organization Information |                |                  |             |          |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter  | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation          | 4/17/1934      |                  | 4/17/1934   | Domestic | Profit |          |                  |                    |

| Organization Information  |  |                           |                                |
|---------------------------|--|---------------------------|--------------------------------|
| <b>Business Purpose</b>   | 4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used) |                           | <b>Capital Stock</b> 5000.0000 |
| <b>Charter County</b>     | Boone  | <b>Control Number</b>     | 0                              |
| <b>Charter State</b>      | WV   | <b>Excess Acres</b>       | 0                              |
| <b>At Will Term</b>       |  | <b>Member Managed</b>     |                                |
| <b>At Will Term Years</b> |  | <b>Par Value</b>          | 0.200000                       |
| <b>Authorized Shares</b>  | 25000  | <b>Young Entrepreneur</b> | Not Specified                  |

| Addresses |
|-----------|
|-----------|

| Type                             | Address   |
|----------------------------------|---|
| <b>Mailing Address</b>           | P.O. BOX 278<br>DANVILLE, WV, 25053<br>USA            |
| <b>Notice of Process Address</b> | RICHARD STEPHENS<br>PO BOX 278<br>DANVILLE, WV, 25053 |
| <b>Principal Office Address</b>  | 104 STEPHENS DRIVE<br>DANVILLE, WV, 25053<br>USA      |
| Type                             | Address   |

| Officers              |   |
|-----------------------|---|
| Type                  | Name/Address  |
| <b>Incorporator</b>   | HARRY HATFIELD<br>MADISON, WV, 25130<br>USA                     |
| <b>Incorporator</b>   | O. L. MULLINS<br>MADISON, WV, 25130<br>USA                      |
| <b>President</b>      | RICHARD STEPHENS<br>115 POTTERFIELD DR<br>CHARLESTON, WV, 25314 |
| <b>Secretary</b>      | PAULA BALLARD<br>141 FRANKLIN AVENUE<br>MADISON, WV, 25130      |
| <b>Treasurer</b>      | MICHAEL STEPHENS<br>255 WALNUT AVENUE<br>MADISON, WV, 25130     |
| <b>Vice-President</b> | MIKE W BALLARD<br>85 MOUNTAINVIEW DRIVE<br>MADISON, WV, 25130   |
| Type                  | Name/Address  |

| DBA                          |             |                |                  |
|------------------------------|-------------|----------------|------------------|
| DBA Name                     | Description | Effective Date | Termination Date |
| AUTO BUYERS OF WEST VIRGINIA | TRADENAME   | 9/9/2020       |                  |
| STEPHENS AUTO CENTER         | TRADENAME   | 6/12/1990      |                  |
| DBA Name                     | Description | Effective Date | Termination Date |

| Date      | Amendment              |
|-----------|------------------------|
| 6/23/2020 | UPDATED CAPITAL STOCK. |
| Date      | Amendment              |

| <b>Annual Reports</b> |
|-----------------------|
| Filed For             |
| 2021                  |
| 2020                  |
| 2019                  |
| 2018                  |
| 2017x                 |
| 2017                  |
| 2016                  |
| 2015                  |
| 2014                  |
| 2013                  |
| 2012                  |
| 2011                  |
| 2010                  |
| 2009                  |
| 2008                  |
| 2007                  |
| 2006                  |
| 2005                  |
| 2004                  |
| 2002                  |
| 2001                  |
| 2000                  |
| 1999                  |
| 1998                  |
| 1997                  |
| 1996                  |
| 1995                  |



|                   |
|-------------------|
| 1994              |
| 1993              |
| 1992              |
| 1991              |
| 1990              |
| 1989              |
| <b>Date filed</b> |

For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, December 3, 2021 — 2:46 PM

© 2021 State of West Virginia